

02 Feb 2004



Charter
for the
GIDEP
Government Advisory Group
(REV C)

Office of the Assistant Secretary of the Navy
(Research, Development and Acquisition)
1000 Navy Pentagon
Washington, D.C. 20350-1000

Government-Industry Data Exchange Program
Office of the Assistant Secretary of the Navy
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BASIC, 21 AUG 1991
REV-A, 17 OCT 1994
REV-B, 19 DEC 2000
REV-C, 2 FEB 2004

GIDEP - GOVERNMENT ADVISORY GROUP CHARTER

1. PURPOSE:

This charter continues the establishment of the Government-Industry Data Exchange Program (GIDEP) Government Advisory Group (GAG), sets forth GAG composition, duties and responsibilities, and provides by-laws for organization and operation of the group. The primary purpose of the GAG is set forth in the program charter.

2. AUTHORITY:

The Program Manager has issued this Charter as authorized by the Department of Defense Joint Logistics Commanders, and as provided for in the Program Charter for the Government-Industry Data Exchange Program, dated 14 March 1991. The signature by the GAG Chairman indicates coordination and resolution of comments received from the current GAG membership during its development.

3. SCOPE:

The GAG will work closely with the Industry Advisory Group, the Operations Center, the GIDEP Program Office, and other Government Agencies to achieve the following:

- a. Advise and assist the Program Manager in determining and maintaining effective overall program policy and procedures.
- b. Participate with the GIDEP Operations Center and Industry Advisory Group in the coordination, planning, and operation of the GIDEP workshop.
- c. Promote, monitor, and develop effective participation and utilization within and between their respective organizations and make appropriate recommendations to the Program Manager.
- d. Assure through the efforts of Funding Sponsor Representatives that

GIDEP management policy, funding and long-range program plans are in consonance with their organizations, objectives, plans, and budgets.

e. Provide feedback independently or in coordination with the Industry Advisory Group to the Program Management Office for the improvement of program operations and procedures.

4. ORGANIZATION:

a. The GAG shall commission from within its membership, such officers and committees as necessary to coordinate efforts and to focus issues to the degree appropriate for the GAG at large to fulfill its scope and to forward recommendations, requests, and conclusions to the Program Manager.

b. The GAG shall ensure that a balance of government agency views and areas of interest is maintained in support of the GIDEP Program Charter.

5. MEMBERSHIP:

Each Federal Agency, Defense Agency or Military Service is entitled to assign a Representative for that Agency. The Representative assigned by the Agency shall be a Member of the GAG, has the responsibilities and duties as indicated in this charter and must agree to abide by the GIDEP Policy and Procedures Manual.

a. Funding Sponsor Representatives: The Funding Sponsor Representative is the individual from a Federal or Defense Agency or Military Service designated to speak and commit funding for their respective organization. Funding Sponsor Representatives should be prepared and empowered to speak for their Agency or organization on issues related to GIDEP funding and the expenditure of funds. Funding Sponsor Representatives shall serve until replaced by the parent organization. In the event of a Funding Sponsor Representative's absence at any regularly scheduled meeting, he/she may temporarily designate an Alternate Funding Sponsor to speak for their organization. The Program Manager and the Program Director will be notified prior to the meeting.

b. Agency Representatives: An Agency Representative is an individual from a non-funding Federal or Defense Agency or Military Service. These organizations may assign one person as an Agency Representative. Agency Representatives shall be prepared and empowered to speak for their agency or organization on issues related to GIDEP. Agency Representatives shall serve until replaced by the parent organization.

c. Alternate Agency Representatives: Each participating Federal Agency, Defense Agency and Military Service shall assign an alternate representative. All Alternate Agency Representatives shall be prepared to speak for their agency in the absence of the Agency Representative. Alternate Agency Representatives shall serve until replaced by the parent organization.

d. GIDEP Operations Center Attendee: The Program Director or designee of the GIDEP Operations Center may be a non-voting attendee of the GAG and may act in an advisory capacity to address topics and concerns that relate directly to operational requirements, funding, and personnel limitations.

e. Member: Any GIDEP roster registered government entity user, currently employed by a participating Agency, appointed by their respective organization to the GAG for participation on committees or other GAG functions. This appointment would be for the specific purpose of lending their expertise to a particular effort in GIDEP, or to perform other functions as deemed appropriate by the Funding Sponsor/Agency Representative. These additions shall have the concurrence of the GAG Chairman.

6. BY-LAWS:

The following are the by-laws for operation of the GAG:

ARTICLE I - ORGANIZATION

1. Chairman: The GAG Chairman may be elected from the GAG's total membership of Funding Sponsor Representatives, Agency Representatives, Alternate Agency Representatives, and Members. The term of office for the CHAIRMAN shall be for a period of two (2) years. No limit to number of terms served.

2. Vice-Chairman: The GAG VICE-CHAIRMAN may be elected from the GAG's total membership of Funding Sponsor Representatives, Agency Representatives, Alternate Agency Representatives, and Members. The VICE-CHAIRMAN shall act as Chairman or Executive Secretary if the incumbents are absent from scheduled events or meetings. The term of office for the VICE-CHAIRMAN shall be for a period of two (2) years. No limit to number of terms served.

3. Executive Secretary: The EXECUTIVE SECRETARY may be elected from the GAG's total membership of Funding Sponsor Representatives, Agency Representatives, Alternate Agency Representatives, and Members. The EXECUTIVE SECRETARY shall act as Chairman or Vice-Chairman if the incumbents are absent from scheduled events or meetings. The term of office for the EXECUTIVE SECRETARY shall be for a period of two (2) years. No limit to number of terms served.

ARTICLE II – MEETINGS

1. There shall be not less than two regularly scheduled meetings per year, termed GAG Meetings. Meetings shall be approximately equally spaced during the calendar year and should be in conjunction with the meetings of the Industry Advisory Group. If desired by the GAG Members, it may

be requested that joint sessions of the GAG and Industry Advisory Group be held to discuss issues of interest to both organizations.

2. There will be regularly scheduled Funding Sponsor meetings chaired by the Program Manager and attended by each Funding Sponsor Representative or Alternate Funding Sponsor, the Deputy Program Manager, the Program Director, and the Special Assistant to the Program Director for finance and policy.

3. Special GAG meetings may be held at the direction of either the Program Manager or the GAG Chairman.

4. Meetings may be open or closed to non-GAG members at the discretion of the GAG Chairman. Discussions of funding issues will normally be limited to Funding Sponsor Representatives or Alternate Funding Sponsors and the Program Manager.

5. Meetings shall be conducted in accordance with this Charter and Robert's Rules of Order.

6. The GAG Chairman shall determine if a quorum exists at any regularly scheduled meeting of the GAG.

7. GAG Members shall participate in periodic GAG telephone or video conference calls to disposition current issues and issues requested by the GIDEP Program Manager or the GAG Chairman between scheduled GIDEP Management Meetings.

ARTICLE III - ELECTION OF OFFICERS

1. Voting for GAG officers will be by the GAG general membership.

2. Voting on issues and policies affecting GIDEP budget or funding will be by the Funding Sponsor Representative or Funding Sponsor Alternate and the Program Manager.

3. A GAG Representative unable to attend a voting session for either an Election of Officers or a Committee decision may elect to grant a proxy to an Alternate or other Member from their agency. The Executive Secretary or GAG Chairman will be notified prior to the meeting.

4. All votes will be by simple majority of votes cast by the GAG general membership. In case of a tie, voting will be narrowed down to Funding Sponsor Representatives and designated Funding Sponsor Alternates. If a tie still exists, voting will be further narrowed to Funding Sponsor Representatives.

5. Since the function of the GAG is advisory, consensus will be sought on recommendations to the Program Manager. Tie votes and other very close votes should be provided to the Program

Manager and recorded in the minutes to reflect the issues at hand and the lack of clear consensus. Advocates of minority opinions, regardless of voting, are welcome to present their recommendations to the GAG Chairman and/or the Program Manager.

6. Elections shall be held at the end of the 2-year term of any Officer. New officers shall take office at the close of the Meeting at which elected. Vacancies that occur during a term of office shall be filled by election at the next regular GIDEP Management Meeting. Interim appointments may be made by the Chairman or if the Chairman's position is vacant, by the Vice-Chairman acting as the Chairman. If both the Chairman and Vice Chairman positions are vacant, the Program Manager shall appoint a Chairman until the next meeting where a Chairman can be elected, but not later than the next scheduled GAG meeting. At that time, the newly elected Officers' duties shall start and the interim appointed officers' duties would terminate.

ARTICLE IV - DUTIES

1. Chairman:

- a. Preside at GAG meetings.
- b. Charter GAG committees and appoint a Chairman for each committee.
- c. Serve as spokesman for the GAG to the Program Manager and other interested organizations.
- d. Approve GAG minutes and any GAG correspondence.
- e. Call special GAG meetings, telephone or videoconferences as deemed necessary.
- f. Participate in or delegate Workshop planning and operations activities.
- g. Participate as a GIDEP committee member as appropriate.

2. Vice-Chairman:

- a. Act for and in the absence of the GAG Chairman and Executive Secretary.
- b. Assist the GAG Chairman with all the above GAG Chairman duties.
- c. Participate as a GIDEP committee member as appropriate.

3. Executive Secretary:

a. Prepares and maintains full and complete records of the activities of the GAG, including agenda and minutes of meetings, telephone or video conferences, records of votes taken, charters of GAG committees, recommendations made to other GIDEP elements, and such archival information as necessary. Forward all meetings and Committee minutes or notations to the GIDEP Program Manager and the GIDEP Operations Center Program Director after approval signature of the Chairman.

b. Prepare correspondence as directed by the GAG Chairman.

c. Acts as GAG Chairman or Vice-Chairman if the incumbents are absent.

d. Acts as Election Committee Chairman.

4. Funding Sponsors & Agency Representatives:

a. Nominate and arrange for the participation in the GAG of Alternates and other Members selected from their respective organizations.

b. Act as liaison and spokesperson between the Agency and the GAG.

5. Members, Others:

a. Serve on committees and other activities as appointed by their Agency Representative or as requested by the GAG Chairman and approved by the member's management.

b. Attend meetings of the GAG and volunteer for committee work, with approval of that Agency Representative.

c. May review all program policies and procedures as they affect their Agency and bring issues and proposed changes to the attention of that Agency Representative. The Agency Representative will review member's questions or proposals and respond as appropriate.

d. Collect, collate, and review recommendations from within their assigned working command or work areas concerning GIDEP policies and procedures. Forward recommendations and comments to the Government Agency Representative for consideration.

e. Act as a point of contact within their participating organizations for collection and dissemination of information related to GIDEP. Promote the utilization of GIDEP within the agency.

ARTICLE V - COMMITTEES

1. Purposes:

GAG Committees may be established by charter to focus investigations into issues, answer specific taskings, provide a forum for cooperation, or monitor particular subjects as they apply to GIDEP. Committees are not intended to preclude informal communications, and should be utilized only to increase GAG effectiveness or efficiency.

2. Committee Types:

- a. Standing
- b. Ad-Hoc

3. Committee Charter Elements: Committee charters will contain the following elements.

- a. Title: A brief title identifying subject matter and committee authority.
- b. Purpose: A succinct statement setting the bounds of the Committee.
- c. Duration: This may be expressed as time, functional completion, or, if necessary, indefinite.
- d. Authority: The Chairman of the GAG has the authority to create, task and dissolve GAG committees, and to Co-charter Joint GAG-IAG Committees.
- e. Reporting Requirements: Unless otherwise stated in the committee charter, all committees shall report status at each regularly scheduled management meeting and at the management meeting following completion of the committee's tasking.
- f. Signatures: The authority(ies) creating the committee and the Chairman shall sign the committee charter, signifying their agreements to its provisions. Joint GAG-IAG Committees require both Advisory Group Chairman signatures.

4. Committee Chairmanship Responsibilities:

- a. Sign charters upon accepting the chairmanship.
- b. Solicit appropriate committee membership.
- c. Call and chair such meetings as are necessary to carry out the provisions of the charter.

d. Maintains and provides appropriate charter, membership listing, meeting minutes, and conclusions/recommendations; keeps records, providing copies to committee members, the GAG Executive Secretary and GAG Chairman.

e. Report to the charter authority if unable to continue the chairmanship and recommend and coordinate a replacement if practicable.

f. Upon dis-establishment of a committee, provide to the GAG Executive Secretary the committee's records.

7. CHARTER REVIEW:

This Charter will be reviewed as necessary (and after major policy changes), at the next scheduled GAG meeting in order to approve it or to make recommendations for changes to the Program Manager. Any GAG member may also request a Charter Review if they feel that such is necessary, but whomever requests such a review will be responsible for coordinating all recommended changes unless responsibility is otherwise accepted by the Executive Secretary or another GAG member. All Charter changes require the approval of the GAG Chairman and GIDEP Program Manager.

//signed// 02 Feb 04
Thomas S. Rotella, P.E.
National Nuclear Security Administration
U.S. Department of Energy
GIDEP GAG Chairman

//signed// 02 Feb 04
J. Stein
GIDEP Program Manager (acting)